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JUN 30 2015

Dear Coast Guard Members and Families:

The **2015 Severe Weather / Hurricane Season** has begun. It began June 1st and extends through November 30<sup>th</sup>, 2015. The hurricane season is in its peak period from August through October, when historically, storms with tracklines impacting Southeast Florida have formed.

The Coast Guard has significant operational mission requirements related to hurricanes, as well as an important obligation to look out for the safety, security, and welfare of Coast Guard Families. This includes Active Duty Military, Civilians, Reservists, and their dependents as well as Auxiliarists. The following list provides you a better idea of the Coast Guard's responsibilities that Sector Miami must and will carry out in the event of a tropical storm/hurricane:

- **Before / At the Outset of Hurricane Season**
  - Review our contingency plans for preparing for and responding to tropical storms.
  - Conduct exercises to ensure that all of our personnel, equipment, and units are ready.
  - Develop policy and provide references (such as this letter) with appropriate guidance.
  - Prepare our families / homes to be ready in the event a tropical storm strikes.
- **In Advance of an Approaching Tropical Storm**
  - Coordinate with our port partners (e.g., port authorities, pilots associations, etc.) and other stakeholders, so all can jointly prepare for the storm's arrival.
  - Safeguard Coast Guard resources (e.g. cutters, boats, aircraft, and facilities) by evacuating them and/or preparing them to weather the storm.
  - Prepare and review family plans for tropical storms.
  - Send nonessential personnel home to help secure family/home and ensure an appropriate evacuation plan can be carried out by spouse.
- **During a Hurricane or Other Tropical Storm**
  - Constantly monitor the location, strength, size and projected path of the storm.
  - Remain safe and poised to begin rescue and recovery operations as soon as possible.
- **In the Aftermath of a Hurricane or Other Tropical Storm**
  - Account for all Coast Guard members (e.g., all Active Duty Military, Civilian, and Reservists) and their families. Also Auxiliarists who are on orders.
  - An alert will be sent via text, phone, and email to all members via the Coast Guard Accountability and Assessment System (CGPAAS).
  - This alert will prompt members to account for themselves as well as log in to the CGPAAS website to account for dependents.
  - Account for all Coast Guard assets and assess their mission readiness.
  - Perform Search and Rescue and other urgent assistance operations.

- Survey damage to the impacted maritime realm, including the marine transportation system.
- Plan and execute recovery operations, particularly the marine transportation system with our port partners to reestablish port operations.

Every Coast Guard member has an important role to play in ensuring that the Coast Guard is prepared for and executes all of its responsibilities when hurricanes or tropical storms impact the Seventh Coast Guard District. In general terms, this important role has two key dimensions: **professional readiness** and **personal / family readiness**.

**Professional readiness** means that you and your shipmates have all the training, qualifications, assets, equipment, and reference materials needed to proficiently perform Coast Guard operational and mission support tasks before, during, and after a tropical system.

**Personal / family readiness** means that you have carefully considered all of the available guidance and recommendations related to tropical storms – to include what impact tropical systems of varying intensity may have in your neighborhood – and then take all reasonable measures to protect your family, pets, and home. This may include evacuating the area without your military spouse who could be required to assist with Coast Guard operations.

We all must bear in mind that these **two readiness dimensions go hand-in-hand**: extensive experience has shown professional readiness is not sufficient if personal / family readiness is lacking. Conversely, the Coast Guard will not be able to execute its critical missions related to tropical systems if members maintain personal / family readiness, but are not fully prepared to carry out assigned professional tasks.

While every tropical system will present unique challenges that will require flexibility on our part in responding, there is much that all of us can and must do in advance. Our advance preparation is vital to achieving the best possible outcomes.

In terms of professional readiness, you must be prepared at all times to carry out duties, even in the event your workplace is no longer accessible.

In terms of personal / family readiness, if you have not already done so, please develop an Action Plan detailing the specific steps to take in protecting your family, home, and property. A hurricane may trigger mandatory evacuations by state and/or local authorities. Even if evacuation is not mandatory, it may still be wise to evacuate your family. You should know when to evacuate and what the evacuation options are – bearing in mind that tens of thousands of other people will likely be evacuating at the same time. Generally speaking, your evacuation options include: (1) a Coast Guard-designated safe haven (if one is declared); (2) a location of your own choosing; (3) a civilian shelter in your community; or (4) a military facility. Enclosure (1) can be used to develop a basic emergency supply kit that should be immediately accessible in the event of an evacuation.

With respect to relocation expenses, the following applies:

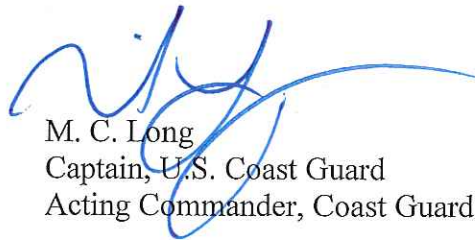


<https://portal.direct-access.us/psp/EPPRD/?cmd=login&languageCd=ENG&>

- Validate home address and phone number information for you and your dependents in the Coast Guard Personnel Accountability and Assessment System (CGPAAS). Log in to <https://cgpaas.uscg.mil/> using a Common Access Card (CAC) from a computer connected to the CG network, a username and password set up by your sponsor, or your sponsor's social security number, date of birth, and last name. Select the "My Info" tab at the top of your browser to view, edit, and/or validate your contact information within the system.

Any questions, suggestions, or concerns should be directed to LTjg Nicole Bogden, Sector Miami Deputy Logistics Chief at (305) 535-7680, [Jason.B.Veara@uscg.mil](mailto:Jason.B.Veara@uscg.mil) or CWO4 Otto Argibay, Sector Miami Admin Division Chief at (305) 535-4305, [Otto.R.Argibay@uscg.mil](mailto:Otto.R.Argibay@uscg.mil).

Thank you for your serious commitment to hurricane preparedness. A few hours of preparatory pre-storm planning is critical to every one's safety prior to the next storm's arrival. I greatly appreciate all of your efforts.



M. C. Long  
Captain, U.S. Coast Guard  
Acting Commander, Coast Guard Sector Miami

Enclosures: (1) Emergency Supply List  
(2) Hurricane Safety Checklist

- Reimbursement of expenses is available to Active Duty Military and Civilian employees only if the evacuation is authorized for your locale by the District Commander. The most significant input to the District Commander's decision is whether state and/or local officials determined an evacuation is appropriate and ordered an evacuation.
- If the District Commander does authorize evacuation for your locale, the following expenses will be covered within certain specified limits: (1) travel to and from the evacuation site; (2) lodging while at the evacuation site; and (3) meals and incidental expenses while at the evacuation site.
- The maximum dollar amount for reimbursement will be based on where the Coast Guard-designated safe haven is located (normally Orlando, FL but will be formally identified when the evacuation order is issued by the District Commander). Per diem and mileage entitlements shall not exceed the designated safe haven area rate.
- Those who choose to evacuate their homes prior to official authorization or if they are not located within a mandatory evacuation area, are not authorized evacuation entitlements.
- Evacuation entitlements will cease when evacuees return to habitable dwellings at or near their duty station or when the District Commander issues a termination order.

Note: evacuating members should ensure they have means to pay for living expenses, such as lodging and food, and that they are prepared to make their own travel and lodging arrangements. Coast Guard-authorized evacuation from areas impacted by tropical storms will involve reimbursement for travel, lodging, and food but these financial and other support processes take time to materialize post-storm and there may be delays.

While an evacuation may never be necessary this hurricane season, you must be prepared to conduct one. If evacuation is necessary, always keep your Coast Guard supervisor informed: report in DAILY, providing your status, contact number, whereabouts, and any need for assistance.

There are several steps you need to take now as part of your hurricane preparedness. For example:

- Review Hurricane Preparedness Policies:
  - (1) [http://www.uscg.mil/D7/d7dx/D7HurriPrep\\_Index.asp](http://www.uscg.mil/D7/d7dx/D7HurriPrep_Index.asp)
  - (2) <http://www.uscg.mil/BaseMiamiBeach/Hurricane.asp>
- Sit down as a family to discuss preparation and evacuation plans. Use enclosure (2) to develop a plan to be ready when a Hurricane hits.
- Update home address and phone number information for you and your dependents in Direct Access. Direct Access is the primary location that your contact information is collected from.





### Additional Items to Consider Adding to an Emergency Supply Kit:

- ☐ Prescription medications and glasses
- ☐ Infant formula and diapers
- ☐ Pet food and extra water for your pet
- ☐ Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- ☐ Cash or traveler's checks and change
- ☐ Emergency reference material such as a first aid book or information from [www.ready.gov](http://www.ready.gov)
- ☐ Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- ☐ Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- ☐ Household chlorine bleach and medicine dropper – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- ☐ Fire Extinguisher
- ☐ Matches in a waterproof container
- ☐ Feminine supplies and personal hygiene items
- ☐ Mess kits, paper cups, plates and plastic utensils, paper towels
- ☐ Paper and pencil
- ☐ Books, games, puzzles or other activities for children



# Ready

Prepare. Plan. Stay Informed.®



# Emergency Supply List



# FEMA

[www.ready.gov](http://www.ready.gov)

Enclosure ( )

## Recommended Items to Include in a Basic Emergency Supply Kit:



☐ Water, one gallon of water per person per day for at least three days, for drinking and sanitation

☐ Food, at least a three-day supply of non-perishable food

☐ Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both

☐ Flashlight and extra batteries

☐ First aid kit

☐ Whistle to signal for help

☐ Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place

☐ Moist towelettes, garbage bags and plastic ties for personal sanitation

☐ Wrench or pliers to turn off utilities

☐ Can opener for food (if kit contains canned food)

☐ Local maps

**Through its Ready Campaign,** the Federal Emergency Management Agency educates and empowers Americans to take some simple steps to prepare for and respond to potential emergencies, including natural disasters and terrorist attacks. *Ready* asks individuals to do three key things: get an emergency supply kit, make a family emergency plan, and be informed about the different types of emergencies that could occur and their appropriate responses.

All Americans should have some basic supplies on hand in order to survive for at least three days if an emergency occurs. Following is a listing of some basic items that every emergency supply kit should include. However, it is important that individuals review this list and consider where they live and the unique needs of their family in order to create an emergency supply kit that will meet these needs. Individuals should also consider having at least two emergency supply kits, one full kit at home and smaller portable kits in their workplace, vehicle or other places they spend time.



**FEMA**

**Federal Emergency Management Agency**  
Washington, DC 20472



# Be Red Cross Ready

## Hurricane Safety Checklist

Hurricanes are strong storms that cause life- and property-threatening hazards such as flooding, storm surge, high winds and tornadoes.

Preparation is the best protection against the dangers of a hurricane.

### Know the Difference

**Hurricane Watch**—Hurricane conditions are a threat within 48 hours. Review your hurricane plans, keep informed and be ready to act if a warning is issued.

**Hurricane Warning**—Hurricane conditions are expected within 36 hours. Complete your storm preparations and leave the area if directed to do so by authorities.

### What should I do?



- ☐ Listen to a NOAA Weather Radio for critical information from the National Weather Service (NWS).
- ☐ Check your disaster supplies and replace or restock as needed.
- ☐ Bring in anything that can be picked up by the wind (bicycles, lawn furniture).
- ☐ Close windows, doors and hurricane shutters. If you do not have hurricane shutters, close and board up all windows and doors with plywood.
- ☐ Turn the refrigerator and freezer to the coldest setting and keep them closed as much as possible so that food will last longer if the power goes out.
- ☐ Turn off propane tanks and unplug small appliances.
- ☐ Fill your car's gas tank.
- ☐ Talk with members of your household and create an evacuation plan. Planning and practicing your evacuation plan minimizes confusion and fear during the event.
- ☐ Learn about your community's hurricane response plan. Plan routes to local shelters, register family members with special medical needs as required and make plans for your pets to be cared for.
- ☐ Evacuate if advised by authorities. Be careful to avoid flooded roads and washed out bridges.
- ☐ Because standard homeowners insurance doesn't cover flooding, it's important to have protection from the floods associated with hurricanes, tropical storms, heavy rains and other conditions that impact the U.S. For more information on flood insurance, please visit the National Flood Insurance Program Web site at [www.FloodSmart.gov](http://www.FloodSmart.gov).

### What supplies do I need?



- ☐ Water—at least a 3-day supply; one gallon per person per day
- ☐ Food—at least a 3-day supply of non-perishable, easy-to-prepare food
- ☐ Flashlight
- ☐ Battery-powered or hand-crank radio (NOAA Weather Radio, if possible)
- ☐ Extra batteries
- ☐ First aid kit
- ☐ Medications (7-day supply) and medical items (hearing aids with extra batteries, glasses, contact lenses, syringes, cane)
- ☐ Multi-purpose tool
- ☐ Sanitation and personal hygiene items
- ☐ Copies of personal documents (medication list and pertinent medical information, proof of address, deed/lease to home, passports, birth certificates, insurance policies)
- ☐ Cell phone with chargers
- ☐ Family and emergency contact information
- ☐ Extra cash
- ☐ Emergency blanket
- ☐ Map(s) of the area
- ☐ Baby supplies (bottles, formula, baby food, diapers)
- ☐ Pet supplies (collar, leash, ID, food, carrier, bowl)
- ☐ Tools/supplies for securing your home
- ☐ Extra set of car keys and house keys
- ☐ Extra clothing, hat and sturdy shoes
- ☐ Rain gear
- ☐ Insect repellent and sunscreen
- ☐ Camera for photos of damage

### What do I do after a hurricane?



- ☐ Continue listening to a NOAA Weather Radio or the local news for the latest updates.
- ☐ Stay alert for extended rainfall and subsequent flooding even after the hurricane or tropical storm has ended.
- ☐ If you evacuated, return home only when officials say it is safe.
- ☐ Drive only if necessary and avoid flooded roads and washed-out bridges.
- ☐ Keep away from loose or dangling power lines and report them immediately to the power company.
- ☐ Stay out of any building that has water around it.
- ☐ Inspect your home for damage. Take pictures of damage, both of the building and its contents, for insurance purposes.
- ☐ Use flashlights in the dark. Do NOT use candles.
- ☐ Avoid drinking or preparing food with tap water until you are sure it's not contaminated.
- ☐ Check refrigerated food for spoilage. If in doubt, throw it out.
- ☐ Wear protective clothing and be cautious when cleaning up to avoid injury.
- ☐ Watch animals closely and keep them under your direct control.
- ☐ Use the telephone only for emergency calls.

### Let Your Family Know You're Safe

If your community has experienced a hurricane, or any disaster, register on the American Red Cross Safe and Well Web site available through [RedCross.org/SafeandWell](http://RedCross.org/SafeandWell) to let your family and friends know about your welfare. If you don't have Internet access, call 1-866-GET-INFO to register yourself and your family.



For more information on disaster and emergency preparedness, visit [RedCross.org](http://RedCross.org)

Enclosure (2)